

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 01-07

DATE: 04/23/2001

DISPOSAL DATE: 12/31/2003

RE: INSTRUCTIONS FOR
RE-CONTRACTING FOR
RIGHT OF FIRST
SELECTION AGENCIES
FOR THE NEXT W-2
CONTRACT

To: Right of First Selection W-2 Agency Directors

From: Eric Baker /s/
Administrator

PURPOSE

This memo provides instructions for the re-contracting process for the Right of First Selection (RFS) Wisconsin Works (W-2) agencies for the 2002-2003 W-2 and Related Programs Contract. This memo also contains the following attachments: Right of First Selection Response Items (with instructions) (Attachment #1); Contract Terms (Attachment #2); the Performance Standards chart (Attachment #3); Listing of the Department's Policies and Procedures (Attachment #5); Updated Timetable (Attachment #6); and List of the Right of First Selection W-2 Agencies for the 2002-2003 Contract (Attachment 8). Attachment #1, the Right of First Selection Response Items, includes instructions and a reference chart for comparing the 2000-2001 Response Items with the 2002-2003 Response Items. The following attachments will be issued: Allocation Methodology and allocations based on available information (Attachment #4) and List of materials in the Department's Procurement Library (Attachment #7).

CHANGES IN RESPONSE TO PUBLIC COMMENTS

Division of Workforce Solutions (DWS) has reviewed all of the public comments on the draft documents and made several changes in the documents. These changes include:

- Response Items - Participants with Multiple Barriers: The Response Items were revised to require W-2 agencies to describe their overall approach to case management and assessments for participants with multiple barriers to employment;
- Response Items - Emergency Payments: The Response Items were revised to require the Emergency Payment program for every W-2 agency;

- Response Items - Instructions: A reference grid was developed for use by the Right of First Selection W-2 agencies to cross-reference the Response Items for their 2002-2003 W-2 Plan to the Response Items for their 2000-2001 W-2 Plan;
- Performance Standards - Earnings Gain: The amount of gain was reduced to make the standard more reasonable. The change was from \$200 to \$100 for the Unrestricted Use Performance Bonus and from \$100 to \$50 for the Restricted Use Performance Bonus;
- Allocations Information: Caseload data will be updated to reflect current numbers; and
- Allocations - Child Care Administration funding: This funding was retained for the Income Maintenance (IM) agencies and was not moved to the W-2 Contracts. (A statutory change is required to move this funding to the W-2 Contracts. The Department's philosophy of work support programs is consistent with the eventual move of Child Care Administration funding and responsibilities to the W-2 agencies.)

INSTRUCTIONS FOR RE-CONTRACTING

Each RFS W-2 agency must provide a complete updated RFS W-2 Plan for the 2002-2003 W-2 Contract that addresses all of the Response Items by reviewing and updating (if needed) its current W-2 Plan and responding to the areas of emphasis and new topics in the attached Right of First Selection Response Items. The W-2 Plan for 2002-2003 must be complete without referring to another document. The Right of First Selection Response Items document (Attachment #1) contains a complete list of items which must be covered in the W-2 Plan. Detailed instructions for completing the Right of First Selection Response Items are provided in the Right of First Selection Response items document.

UPDATING OF INSTRUCTIONS FOR RE-CONTRACTING

Every effort was made to assure these instructions are complete; however, it may be necessary to update these instructions throughout the re-contracting process. In the event it is necessary to update the instructions contained in this Administrator's Memo and/or the Attachments prior to the due date for submission of RFS W-2 Plans, the DWS will issue the updated instructions through a DWS Administrator's Memo which will be posted on the Department's web site with the W-2 contracting materials. DWS will notify the regional offices to notify the RFS W-2 agencies of any issuance of updated instructions. RFS W-2 Plans submitted for consideration must be responsive to any updated instructions issued by DWS.

SUBMISSION REQUIREMENTS FOR RFS W-2 PLAN

A W-2 agency exercising its RFS shall submit one original (clearly marked as the original) and five (5) copies of the W-2 agency's RFS W-2 Plan no later than 4:30 p.m. (Central Daylight Savings Time) June 4, 2001, to the Department of Workforce Development, DWS, 201 East Washington Avenue, Room G100, Madison, Wisconsin 53707-7935, attention of Mary Ann Ruesch. W-2 agencies mailing their plans or using commercial delivery service must allow sufficient time for delivery of their plans by the time specified. The RFS W-2 Plan must be received by Mary Ann Ruesch by 4:30 p.m. June 4, 2001. There will be no extensions on the due date.

The W-2 agency's RFS W-2 Plans may be submitted in the binding of the W-2 agency's choice however the W-2 agency must assure that the contents are securely contained, as shipping

and handling by reviewers may cause certain types of binding to loosen. If any pages fall out of the binding during shipping and handling, DWS is not responsible for reviewing the loose pages.

The W-2 agency's name must appear on each page of the RFS W-2 Plan. The RFS W-2 Plan must be organized in the same manner as the Right of First Selection Response Items.

Failure to comply with any of the submission requirements may result in the RFS W-2 Plan being rejected and the geographic area being announced as open for competition.

REVIEW OF RFS W-2 PLANS

The Department of Workforce Development will review the W-2 agency's RFS W-2 Plan to ensure that the Department's requirements are met. The Department will issue a Notice of Intent to Contract in July 2001 to RFS W-2 agencies with acceptable RFS W-2 Plans.

QUESTION AND ANSWER SESSION FOR RFS W-2 AGENCIES

The Department will provide a Question and Answer Session for RFS W-2 agencies on May 4, 2001. Information on the Session is attached.

CONTACT FOR QUESTIONS

If you have any questions, please contact the Department's Contract Manager for your W-2 agency.

REGIONAL OFFICE CONTACT: Area Administrator (Department's Contract Manager)

Attachments (see note below)

Note: Some of these Attachments include a numbering system that will be folded into the competitive Request for Proposals (RFP). For example, the Contract Terms are numbered in a numbering system beginning with 6 and the Right of First Selection Response Items are numbered with a numbering system beginning with 7.